



BOARD OF COUNTY COMMISSIONERS'  
(BOCC) CONCURRENCE FORM

This form must be completed for all staff reports being prepared for BOCC meetings/public hearings and is the cover sheet for the staff report. The original (single-sided) staff report needs to be submitted to the County Manager's Office one (1) week in advance of the scheduled presentation date. For Closed Sessions please submit the original (single-sided) and 8 (double-sided copies) of the staff report.

To: Office of the County Manager

From (Name & Division): Chip Jewell *CJW* Phone #: x12072

Requested Meeting Date (mm/dd/yr): 9/13/12 Est. Presentation Time: 5 mins

Staff Report Topic:

(The text provided here will also be reflected on the meeting agenda and county's website.)

Emergency Number Systems Board (ENSB) Grant Funding

County Funds Requested/Required: \$ - 0 -

Type of Meeting:

(Click to place a check mark in the following appropriate boxes.)

☒ Administrative Business (The Consent Agenda Committee determines which items are eligible for the consent agenda.)

☐ Worksession ☐ Closed Session ☐ Public Hearing (a.m. ☐ or p.m. ☐)

☐ BOCC/BOE Mtg. ☐ County/Municipalities Mtg.

☐ Power Point Presentation

Board Action Desired: ☒ Decision ☐ Guidance ☐ Information

Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(Page 2)</u>
<input checked="" type="checkbox"/> Budget Officer	<u>CRH</u>	<u>8/23/12</u>	<u>N</u>
<input checked="" type="checkbox"/> Finance Director	<u>ld</u>	<u>8/23/12</u>	<u>N</u>
<input checked="" type="checkbox"/> County Attorney's Office	<u>WEC</u>	<u>8/24/12</u>	<u></u>
<input checked="" type="checkbox"/> County Manager	<u>DAO</u>	<u>9/5/12</u>	<u>N</u>

**Other Reviewing Divisions/Agencies:**

(Click to place a check mark in the following appropriate spaces.)

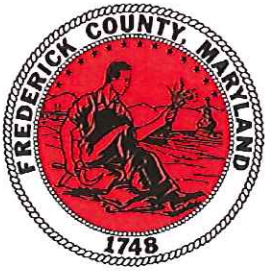
	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> Animal Control			
<input type="checkbox"/> Business Development & Retention			
<input type="checkbox"/> Citizens Services			
<input type="checkbox"/> Community Development			
<input checked="" type="checkbox"/> Emergency Management	JSM	8/22/12	
<input type="checkbox"/> Fire & Rescue Services			
<input type="checkbox"/> Health Services			
<input type="checkbox"/> Human Resources			
<input type="checkbox"/> Interagency Information Technologies			
<input type="checkbox"/> Internal Audit			
<input type="checkbox"/> Parks & Recreation			
<input type="checkbox"/> Public Works			
<input type="checkbox"/> Transit Services			
<input type="checkbox"/> Utilities & Solid Waste Management			
<input checked="" type="checkbox"/> Other: Grants Office	Sut	8/23/12	
<input checked="" type="checkbox"/> Other: Procurement & Contracting	Briggs	9/5/12	
<input type="checkbox"/> Other:			

**Elected Officials or Independent Agencies:**

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> Board of Education			
<input type="checkbox"/> Board of Elections			
<input type="checkbox"/> Board of License Commissioners			
<input type="checkbox"/> Citizens Care & Rehabilitation Center/ Montevue Assisted Living			
<input type="checkbox"/> Frederick Community College			
<input type="checkbox"/> Frederick County Public Libraries			
<input type="checkbox"/> Sheriff's Office			
<input type="checkbox"/> Social Services			
<input type="checkbox"/> State's Attorney's Office			

**Comments:**

1. <u>From:</u>	<u>Date:</u>
2. <u>From:</u>	<u>Date:</u>
3. <u>From:</u>	<u>Date:</u>
4. <u>From:</u>	<u>Date:</u>
5. <u>From:</u>	<u>Date:</u>



## DIVISION OF EMERGENCY MANAGEMENT FREDERICK COUNTY, MARYLAND

340 Montevue Lane • Frederick, Maryland 21702

TTY: Use Maryland Relay

[www.frederickcountymd.gov](http://www.frederickcountymd.gov)

### EXECUTIVE SUMMARY

#### COMMISSIONERS

Blaine R. Young  
*President*

C. Paul Smith  
*Vice President*

Billy Shreve

David P. Gray

Kirby Delauter

#### COUNTY MANAGER

David B. Dunn

#### EMERGENCY MANAGEMENT

Phone 301-600-6790

Fax 301-600-6026

John E. (Jack) Markey  
*Division Director*

#### EMERGENCY COMMUNICATIONS

Phone 301-600-1603

Fax 301-600-4036

Clarence (Chip) Jewell  
*Director*

#### EMERGENCY PREPAREDNESS

Phone 301-600-1746

Fax 301-600-6026

Seamus Mooney  
*Director*

**Staff Report Topic:** Emergency Number Systems Board (ENSB) Grant Funding

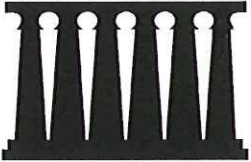
**County Funds Requested/Required:** \$ -0-

*(If no county funds are being requested or required, please indicate  
"-0-" or "N/A" on line above.)*

The Department of Emergency Communications (DEC) is in the process of renovating the 911 Center located at 110 Airport Drive. DEC is seeking grant funding from the ENSB in the amount of \$29,597.56 for 24 chairs for the 911 Center. This purchase falls within the standards required by the ENSB for chair specifications, cost and approval by the executive director.

Staff recommends that the BOCC approve the DEC request to the ENSB executive director to use ENSB funds in the amount of \$29,597.56 to purchase 24 chairs, accept the same should it be granted and approved the subsequent budget transfer established for this grant.

#### **CHARACTER COUNTS!**



TRUSTWORTHINESS • RESPECT  
RESPONSIBILITY • FAIRNESS  
CARING • CITIZENSHIP

CHARACTER COUNTS! and the Six  
Pillars of Character are service  
marks of the CHARACTER  
COUNTS! Coalition, a project of the  
Josephson Institute of Ethics.  
[www.charactercounts.org](http://www.charactercounts.org)





## EMERGENCY MANAGEMENT FREDERICK COUNTY, MARYLAND

340 Montevue Lane • Frederick, Maryland 21702

TTY: Use Maryland Relay

www.frederickcountymd.gov

### MEMORANDUM

#### COMMISSIONERS

Blaine R. Young  
*President*

C. Paul Smith  
*Vice President*

Billy Shreve

David P. Gray

Kirby Delauter

**TO:** Board of County Commissioners

**THRU:** Jack Markey, Director *JMARKEY*  
Division of Emergency Management

**FROM:** Clarence E. Jewell, Director *CEJ*  
Department of Emergency Communications

**DATE:** August 20, 2012

**SUBJECT:** Emergency Number Systems Board (ENSB) Grant Funding

#### COUNTY MANAGER

David B. Dunn

**EMERGENCY  
MANAGEMENT**  
Phone 301-600-6790  
Fax 301-600-6026

John E. (Jack) Markey  
*Division Director*

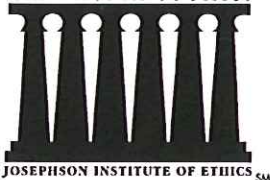
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*Director*

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COUNTS! Coalition, a project of the  
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www.charactercounts.org

**ISSUE:** Should the Board of County Commissioners (BOCC) approve the Department of Emergency Communications (DEC) request to the ENSB executive director to use ENSB funds in the amount of \$29,597.56 to purchase 24 chairs, accept the same should it be granted and approve the subsequent budget transfer established for this grant?

**BACKGROUND:** DEC is seeking funding from the ENSB in the amount of \$29,597.56 for 24 chairs for the 911 Center (copy of request attached). This purchase falls within the standards required by the ENSB for chair specifications, cost and approval by the executive director. There is no additional or matching funding required from Frederick County.

The current chairs in-use at the 911 Center are over five years old, which is the life of these chairs used in 24/7 911 Centers across the State. We are in the process of renovating our center and will be expanding our capacity to 24 positions. These are the identical chairs purchased in June 2011 and currently being used in our Back-Up 911 Center located at 340 Montevue Lane.

The Ironhorse heavy duty ergonomic chairs are a sole source product distributed by United Group Incorporated (quote attached).

**STAFF RECOMMENDATION:** Staff recommends that the BOCC approve the DEC request to the ENSB executive director to use ENSB funds in the amount of \$29,597.56 to purchase 24 chairs, accept the same should it be granted and approve the subsequent budget transfer established for this grant.

#### FUNDING INFORMATION:

Financial Implication: No \_\_\_\_\_ Yes   X   (If yes, provide the following information.)

Existing Account Number: \_\_\_\_\_  
OR

New Account Number: Yes   X  

Budget Transfer Required: No \_\_\_\_\_ Yes   X  

Amount of County Funding Requested:   -0-  

Other Pertinent Information: \_\_\_\_\_

## GRANT SUMMARY FORM

Complete the front and back of this form and attach to the BOCC concurrence form with grant application and route through the Accounting Office/Grants Accountant for signoff at least two weeks prior to presentation to BOCC.

**Project Title:** FY2013 Emergency Number System Board **Grantor:** Dept. of Public Safety and Correctional Services - Emergency Number Systems Board  
 (ENSB) Grant - Chairs for 911 Dispatchers  
**County Project Administrator & Dept:** Chip Jewell, Director, DEC  
**Project Period:** One Year **Renewable:** No **If yes, # years** \_\_\_\_\_  
**Application Deadline:** N/A - request will be made directly to ENSB Executive Director upon BOCC approval

### Source of Funds

Grant Award/ Application Amount	Direct Federal	Federal Pass Thru	State	Other Funds
FY2013				29,598

County Match	Source of County Match (if any)
FY2013	0

**Does the grant require adding a new position(s)?** No  
**If so, is it your desire to fund the position beyond the grant period?** N/A  
**If so, how do you intend to fund beyond grant period?** \_\_\_\_\_

**Grant Purpose/Project Description:** The Department of Emergency Communications (DEC) will use funds to purchase (24) chairs for call-takers at the 911 Center located at 110 Airport Drive East, Frederick, MD. See staff report for details.

**Is Indirect Cost Recovery Allowed per the grant guidelines?** No  
**If yes, what percentage or dollar amount is allowed?** \_\_\_\_\_  
**Is Indirect Cost Recovery requested in grant application?** No  
**Amount of indirect cost recovery requested in application?** \_\_\_\_\_  
**If grant is awarded, do you plan to subaward grant funds?** No  
**If yes, to whom?** \_\_\_\_\_

Continue to page 2

### To be completed by Grants Office

**County Match - Required** \$ 0  
**County Match - Non Required** \$ 0  
**Indirect Costs** \$ 0 (If applicable)  
**Total County Contribution** \$ 0

Accounting Office

Grants Accountant Review

Initials: Sut 8/23/12

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## GRANT SUMMARY FORM

Complete the front and back of this form and attach to the BOCC concurrence form with grant application and route through the Accounting Office/Grants Accountant for signoff at least two weeks prior to presentation to BOCC.

### Source of Funds

Grant Award/ Application Amount	Direct Federal	Federal Pass Thru	State	Other Funds
FY2013				29,598
Prior Year (1)FY12				234,314
Prior Year (2)FY11				291,886

County Match	Required	Non Required
FY2013	0	0
Prior Year (1)FY12	0	0
Prior Year (2)FY11	0	0

### Additional information regarding prior year grant award & County match

In prior Year (1) FY2012 we have received an award in the amount of \$234,314(G4130A) for 24 workstations for the Emergency Communications Center at 110 Airport Drive.

In Prior Year (2) FY2011 we have received an award in amount of \$132,135 (G41301) for 14 workstations at backup 911 center at 340 Montevue Lane, \$105,044 (G41311) for phone system upgrade at backup PSAP, and \$8,365 (G41321) for testing software for Emergency Communications Specialists; \$26,030 (G41331) for Protocol Licenses; and \$3,346 (G41341) for headsets for calltakers at backup 911 center at 340 Montevue Lane, Frederick; and \$16,965.76 (G41351) for 14 chairs for at backup 911 center at 340 Montevue Lane, Frederick.



# EMERGENCY NUMBER SYSTEMS BOARD

## REQUEST FOR PROJECT FUNDING FROM MARYLAND'S 9-1-1 TRUST FUND

Revised 5/30/12



Funding requests can only be made through the PSAP Director or 9-1-1 Administrator of the affected county or Baltimore City. Funding requests should be received no later than two weeks before the Board Meeting at which the request will be presented.

Total Funding Request: \$29,597.56

Date: 8/20/2012

County: Frederick

### Items The Trust Fund Does Not Fund

- Funding that does not directly relate to answering and processing 9-1-1 calls
- Service or maintenance contracts beyond the initial warranty period
- Personnel salary or overtime costs
- Computer Aided Dispatch (CAD) Systems
- Public-Safety Radio Communications Systems
- Other equipment associated with police, fire, or EMS personnel "responding" to requests for emergency service

## DESCRIBE PROJECT FUNDING REQUEST

### Describe the Nature of the Improvement/Enhancement/Replacement Being Requested:

This funding request is for the purchase of chairs for 24 positions at the PSAP. These chairs will replace the over 5 year old current chairs and provide chairs for the additional positions.

Attach Additional Pages as Necessary

## PROJECT INFORMATION – CONTINUED

Was this request for funding included in your agency's "3-Year Funding Plan" requested by the Board? Yes ☒ No ☐

Did you meet all requirements of your County's procurement regulations? Yes ☒ No ☐  
Describe your procurement process, justify sole source procurements, and attach relevant documentation.

This purchase is in compliance with Frederick County purchasing guidelines.

The County purchased identical chairs in June 2011 for our back-up center. At that time, we tested several sample chairs for support, durability and comfort. We found the Ironhorse chairs to meet the 24/7 need and received positive reviews from York County, who are currently using the Ironhorse chairs. We would like to maintain uniformity in the seating in the 911 center with this purchase which matches existing Ironhorse chairs in the back-up center.

as follows:

Section 1-2-31 (e)(1)(f) of the Frederick County Purchasing Rules and Regulations allows a sole source in order to match materials already in use.

Is this part of a larger program of improvement for the PSAP? (Describe)

Yes, the PSAP has been expanded to 24 positions.

When do you anticipate the start and completion of your project or purchase (provide a project "time-line" from start to completion)?

2 – 3 months

\*\*\* IMPORTANT \*\*\*

Please attach a list (including pricing) of the items and their specs (be as detailed as possible) that are part of your project-funding request.



## AUTHORIZATION TO REQUEST ENSB FUNDING

Agency point of contact:

Name: Clarence E. Jewell, III

Phone: 301-600-2072

Agency Name: Frederick County Department of Emergency Communications

Mailing Address: 110 Airport Drive, East

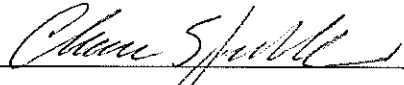
City: Frederick

Zip Code: 21701

**Applicant certifies that, to the best of their knowledge and belief, the data in this application is true and accurate, the document has been duly authorized by the applying agency, and the applicant and agency will comply with the guidelines established if the application is approved.**

PSAP Director/911 Administrator: Clarence E. Jewell, III

Title or Position: Director

Signature: 

Date Signed: August 21, 2012

MAIL TO:

Emergency Number Systems Board  
115 Sudbrook Lane – Suite 201  
Pikesville, Maryland 21208-3878

Phone: 410-585-3015

Fax: 410-764-4136

\*\*\*\*\*

EMERGENCY NUMBER SYSTEMS BOARD USE ONLY

Action taken: ☒ Approved  
☐ Returned for amendment  
☐ Disapproved

Action date: \_\_\_\_\_



13700 Polo Trail Drive  
 Lake Forest, Illinois USA 60045  
 Phone: (847) 816-7100 (800) 223-7003  
 Fax: (847) 816-7102

### CUSTOMER QUOTATION

Customer: Frederick County Emergency Communications  
 Address: Frederick, MD 21702

Date: August 17, 2012  
 Quote #: TAK081712

Contact: Barb Maly

Phone: (301)600-4015  
 Fax: (301)600-6671

In response to your recent inquiry, we are forwarding a quotation as shown below, subject to the terms and conditions on this form.

PART #	DESCRIPTION	QTY.	PRICE	EXT.	LEAD TIME
IH-4000I.1X0B1.BC-K	Iron Horse™ 4000HD – Heavy Duty 24/7 High Back Office Chair – LARGE SIZE <ul style="list-style-type: none"> <li>No headrest</li> <li>Comfort tilt-up armrests</li> <li>Black aluminum base</li> <li>Trimmed in black cloth</li> </ul>	4	\$1116.02	\$4464.08	1 week
IH-3000.160C1.BC-K	Iron Horse™ 3000HD – Heavy Duty 24/7 High Back Office Chair – STANDARD SIZE <ul style="list-style-type: none"> <li>Deluxe comfort headrest</li> <li>Comfort tilt-up armrests</li> <li>Black composite base</li> <li>Trimmed in black cloth</li> </ul>	16	\$1236.36	\$19781.76	1 week
IH-1000P.120C1.BC-K	Iron Horse™ 1000P – Heavy Duty 24/7 High Back Office Chair – PETITE SIZE <ul style="list-style-type: none"> <li>Deluxe comfort headrest</li> <li>Comfort tilt-up armrests</li> <li>Black composite base</li> <li>Trimmed in black cloth</li> </ul>	4	\$1112.93	\$4451.72	1 week
	SHIPPING w/ LIFTGATE SERVICE			\$900.00	
				\$29597.56	

Please refer to quotation number on all inquiries and Purchase Orders.  
 All orders should be made out to United Group, Inc.  
 Prices are quoted FOB, Lake Forest, IL.

Payment terms: Major Credit Card or Net 30 days for credit approved accounts.

Tom Kramer  
 Program Manager

Date: August 17, 2012

# IRON HORSE Seating™

24 HOUR HEAVY DUTY WORK CHAIRS

Model 1000 Intensive Use Office Chair



- Heavy Duty Black Cloth Trim
- Adjustable Comfort Headrest
- Adjustable Seat Back, Angle to 21°
- Heavy Duty Tilt-Up Armrests, Height/Tilt Adjustable
- Adjustable Air Lumbar System
- Knee Tilt Recliner with Adjustable Tension and 7 Locking Positions
- Heavy Duty Gas Shock, Height Adjustable
- Heavy Duty 5-Star Base with Double Wheeled Casters
- 325-400 lbs. Weight Rating
- User Height: 5'6" - 6'3"
- 10 Year Warranty on Frame
- 5 Year Warranty on All Mechanicals
- 3 Year Warranty on Covers and Foam

**UNITED GROUP**  
IRON HORSE SEATING

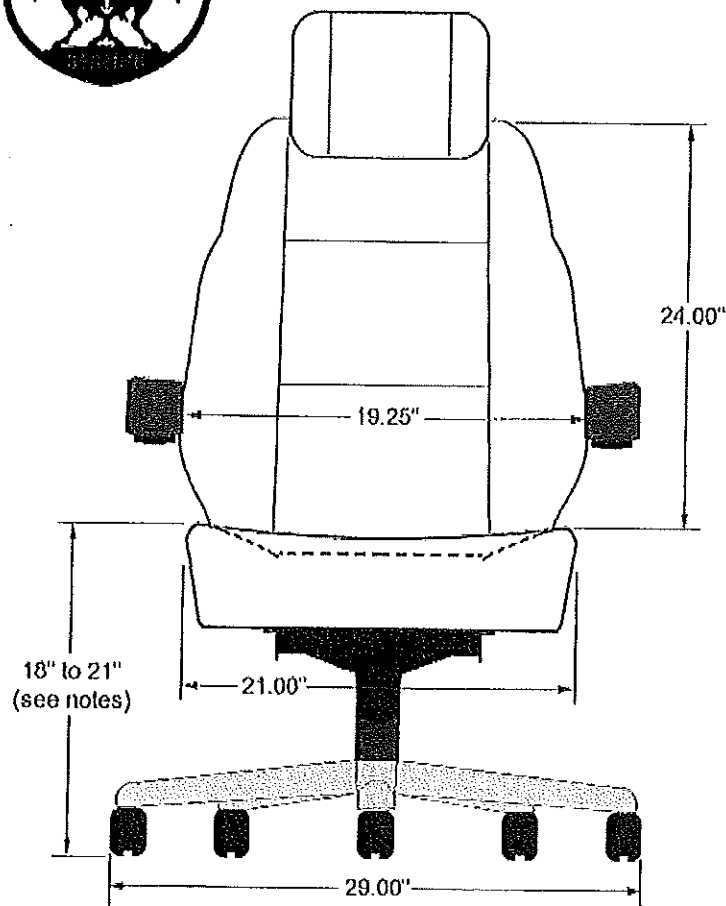
IRONHORSESEATING.COM



# IRON HORSE Seating™

Model 1000 Intensive Use Office Chair

## Options



**Notes:**

19" Seat Cushion Depth

4" Headrest Height Adjustment Range

**Armrests:**

Standard HD Tilt-Up Armrest (Shown) Width: 18.25"

Deluxe Soft Touch Pad Armrest Width: 20.25"

Deluxe Tubular Armrest Width: 16.5" 3" Height Adjustment Range

**Seat Cushion Height:**

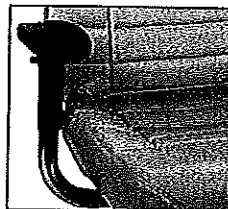
Regular Shock Option - Seat Cushion Height (shown) 18" to 21"

Short Shock Option - Seat Cushion Height 17" to 20"

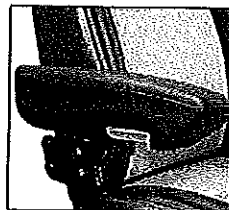
Tall Shock Option - Seat Cushion Height 19" to 23"



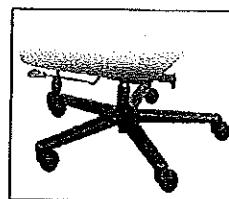
Deluxe Comfort Headrest



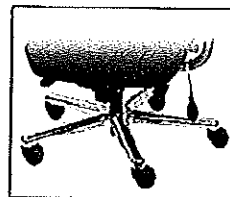
Stainless Steel Armrests



Deluxe Tilt-Up Armrests



Black Aluminum Base  
400 lbs. Weight Rating



Polished Aluminum Base  
400 lbs. Weight Rating

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- Heavy Duty 5-Star Base with Double Wheeled Casters
- 325-400 lbs. Weight Rating
- User Height: 5'6" - 6'3"
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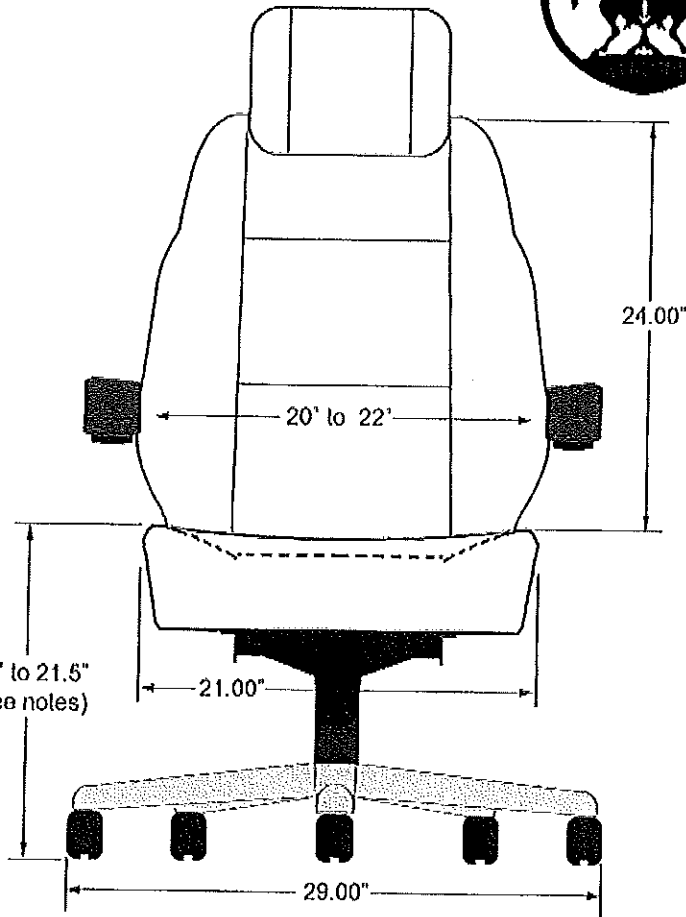
**UNITED GROUP**  
IRON HORSE SEATING

IRONHORSESEATING.COM

# IRON HORSE Seating™

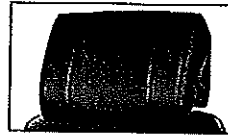
Model 3000 Intensive Use Office Chair

## Options

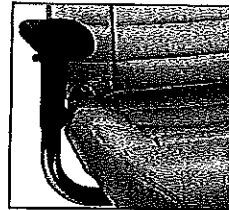


**Notes:**

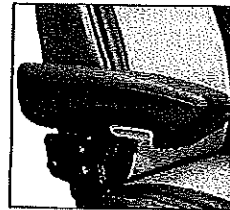
- 4.0" headrest height adjustment range
- 17" to 20" seat cushion height with short shock (63100) option\*
- 19" seat cushion depth



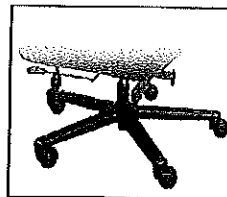
Deluxe Comfort  
Headrest



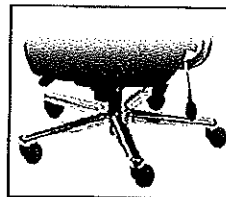
Stainless Steel Armrests



Deluxe Tilt-Up Armrests



Black Aluminum Base  
400 lbs. Weight Rating



Polished Aluminum Base  
400 lbs. Weight Rating

**UNITED GROUP**  
IRON HORSE SEATING

IRONHORSESEATING.COM



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24 HOUR HEAVY DUTY WORK CHAIRS

## Model 4000 Intensive Use Office Chair



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# UNITED GROUP

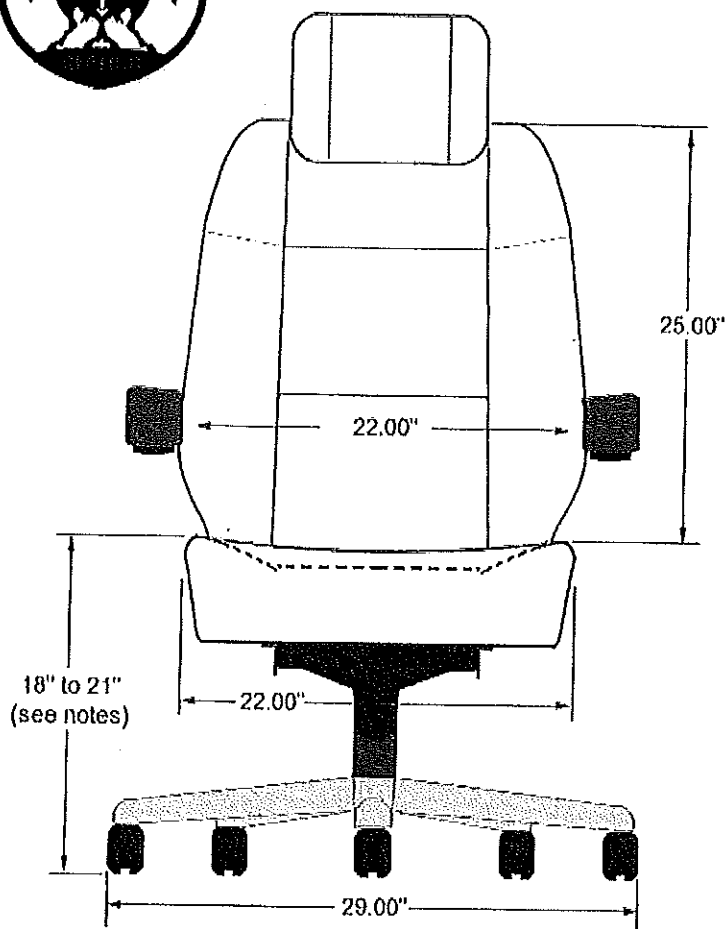
IRON HORSE SEATING

IRONHORSESEATING.COM

# IRON HORSE Seating™

Model 4000 Intensive Use Office Chair

## Options



**Notes:**

20" Seat Cushion Depth (21" option)

4" Headrest Height Adjustment Range

**Armrests:**

Standard HD Tilt-Up Armrest (Shown) Width: 22"

Deluxe Soft Touch Pad Armrest Width: 23"

Deluxe Tubular Armrest Width: 20" 3" Height Adjustment Range

**Seat Cushion Height:**

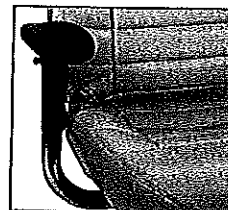
Regular Shock Option - Seat Cushion Height (shown) 18" to 21"

Soft Shock Option - Seat Cushion Height 17" to 20"

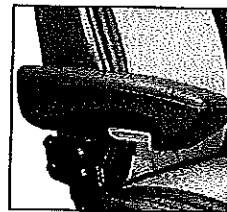
Tall Shock Option - Seat Cushion Height 19" to 23"



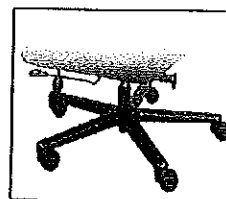
Deluxe Comfort Headrest



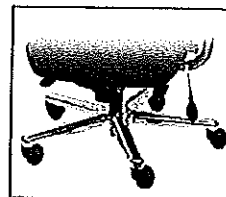
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400 lbs. Weight Rating



Polished Aluminum Base  
400 lbs. Weight Rating

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